

LOS ANGELES COUNTY

COMMISSION ON HIV HEALTH SERVICES (CHHS)

600 South Commonwealth Avenue, 6th Floor • Los Angeles, CA 90005 • TEL 213.351.8127 • FAX 213.738.9371

COMMISSION MEETING

Minutes

March 13, 2003

Approved
April 10, 2003

MEMBERS PRESENT	MEMBERS ABSENT		
Al Ballesteros, <i>Co-Chair</i>	Robert Butler (E)	Chris Edwards	Xavier Steiphij
Adrian Aguilar	John Caranto (E)	Lauro Figueroa	Orenda Warren
Carla Bailey/Brenda Calderon	Nettie DeAugustine (E)	Maria Gomez	Kathy Watt
Carrie Broadus	Gunther Freehill (E)	Mara Gonzalez	Sharon White
Genevieve Clavreul	Charles Henry (E)	Shawn Griffin	Jan Wise
Richard Corian	Mike Lewis (E)	John Griggs	Patricia Woody
Richard Eastman	Mary Lucey	Thomas Halstead	Noe Zuniga
Whitney Engeran	Edric Mendia	Lupe Hernandez	Khauli G.
Nancy Eugenio	Hernan Molina	Miki Jackson	R. Vaz
Alexander Gonzales	Dana Pierce-Hedge (E)	Elliot Johnson	
Richard Hamilton	Alexis Rivera	Linda Johnson	<u>OAPP STAFF PRESENT</u>
Marc Hauptert	Vanessa Talamantes (E)	Jennifer Karcher	Libby Boyce
Howard Jacobs	Chris Wade	Kelly Kent	Ernesto Enriquez
Rebecca Johnson-Heath	Rodolfo Zamudio (E)	Gisela Kunstler	Gladys Fernandez
Wilbert Jordan		Maxine Liggins	Robert Fish
Marcy Kaplan	<u>OTHERS PRESENT</u>	Thelma McClinton	Maxine Franklin
Bradley Land/Dean Page	Ruben Acosta	Victor Mortina	Patty Gibson
Anna Long	Alicia K. Avalos	Sergio Navarro	Felicia Johnson
Andrew Ma	John E. Banks	Khanh Nguyen	Jane Nachazel
Elizabeth Marte	Denese Bardot	Oscar Ortiz	Rene Seidel
Vicky Ortega	Cinderella Barrios-Cernik	Kay Ostberg	Lynda Steele
John Palomo	Robert Blue	Brenda Padilla	William Strain
Chris Perry	James Boyd	Jane Price-Wallace	Gwendolyn Thompson
Kevin Van Vreede	Gordon Bunch	Terri Reynolds	Juhua Wu
Tom West	Jim Corbett	Daniel Rivas	
Michael White Bear Claws	Julie Coveney	John Rowe	
Fariba Younai	Karyl Draper	Paul Eerchia	
		James Stewart	

AGENDA ITEM	DISCUSSION	ACTION TAKEN
I. Call To Order	Mr. Ballesteros called the meeting to order at 9:45 a.m. Self-introductions were made. Mr. Ballesteros noted several Commissioners and staff were in New York at a Community Planning Leadership Summit (CPLS).	
	Noting that a quorum was lacking by three Commissioners, Mr. Ballesteros began the meeting as a Committee of the Whole. Mr. Stewart, Parliamentarian, added that proceeding as such would allow the group to discuss any subject, but votes could not be taken.	
II. Approval of Agenda	There was no objection to the agenda.	MOTION #1: Approval of the agenda (<i>Passed by consensus</i>).
III. Approval of Meeting Minutes	Mr. Ballesteros called attention to the February 13, 2003 meeting minutes in the packet for review. He indicated that if a quorum were achieved later in the meeting, the Commission could return to the minutes for approval.	
IV. Parliamentarian Training	Mr. Stewart called attention to the brown sheet that summarized the Robert's Rules of Order discussed in previous meetings. A guide to motions was on the front and back, he said, while the inside provided a guide to appropriate language.	
V. Public Comment	There was no public comment.	
VI. Recess	It was agreed to defer the Recess.	
VII. OAPP Report	Robert Fish and Patty Gibson reported for OAPP Report since both Charles Henry and Gunther Freehill were attending the CPLS meeting.	
	Ms. Gibson began by noting that the YR 13 Notice of Award had not yet been received. Nationally there was only a .5% increase, the smallest to date.	
	The Board Of Supervisors (BOS) had approved all YR 13 contracts, she continued, so contracts were in the process of being signed and executed.	
	Dr. Fish said that the work order for the residential and substance abuse rate reviews was scheduled for release the following day. Proposals, he noted, would be expected in one month. The work order request timeline, he said, envisioned completion in October. He anticipated that the Auditor-Controller would also move forward with a rate review request for medical outpatient services. They already had the OAPP materials, he noted, though a definite timeline had not yet been completed. Ordinarily, he noted, the Auditor-Controller reviews the materials and ask questions before finalizing the rate review request.	
	Dr. Fish went on to say that work was continuing on the solicitation schedule in the prior month's Commission packet. Areas proposed for	

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	solicitation in 2003, he said, were child care, translation/interpretation, legal services and permanency planning, HIV peer support and food.	
	Ms. Gibson added that OAPP had released an RFP for faith-based prevention services. The RFP was available in the office and on the website. The letter of intent to respond would be due March 21 st . Proposals would be due March 31 st , she noted.	
	Mr. Land indicated that the Priorities and Planning Committee (P&P) Co-Chairs had raised concerns regarding the client advocacy funding allocated during the last priority- and allocation-setting process to Charles Henry at the prior Executive Committee meeting. Mr. Land said they had expected that Mr. Henry would report on it at this meeting, and asked if either Dr. Fish or Ms. Gibson had the information. Since neither did, he asked them to relay P&P's displeasure at not receiving the requested report.	
	Mr. Hauptert asked how they could follow through on the allocation, noting that many Commissioners found the service very important. Mr. Land replied that HRSA provided clear support for this resource in the Title I/II manuals distributed the prior month. He said that the allocation could be reinforced during this year's priority-setting process. Ms. Gibson said she knew that OAPP was moving forward to meet that allocation, but did not believe the best way to do that had been determined. Mr. Land said the purpose of last year's allocation had been for a pilot program so that a full allocation could be enacted this year.	
III. Approval of Meeting Minutes (<i>deferred from earlier</i>)	Mr. Ballesteros noted that several more Commissioners had arrived. There were now 21 present and the quorum had been met. He returned the February 13, 2003 meeting minutes to the table. He asked if there were any questions or edits.	
	Ms. Broadus directed attention to page 6, paragraph 3. She said that she recalled there having been more said about contract expenditure monitoring for the purpose of enhancing planning accuracy and decreasing the need to shift underspent funds during the year. She had understood that the trend analysis noted was not a general suggestion, but more a directive to the Executive Committee to ensure follow through by review and forwarding to the proper committee. She asked if others recalled it in that sense. Mr. Ballesteros said a note would be added to that effect. Ms. Broadus asked if he meant under "action taken", and he concurred.	
	Dr. Clavreul complained that, as in the past, minutes had not been forwarded in advance of the meeting. She said it was inappropriate to have so little time to review the minutes.	

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	Dr. Eugenio said she had not received the meeting notice, though she had received the notice for the Standards Of Care (SOC) Committee meeting. Mr. Ballesteros said he had seen the notice in his e-mail and it appeared to have all the names attached. He said staff would check on her address. Mr. Hauptert contributed that some AOL accounts block senders perceived by the system as being spam senders. He said many of his routine e-mails had been blocked. He recommended people check their own systems to ensure material could get through.	
	Mr. Page noted that there were basically two staff people to do all the work. He suggested that Commissioners who were criticizing the level of work should volunteer to help.	
	Mr. Stewart contributed that minutes could be amended at any time, regardless of age. So, if something were found at a date after approval, it could still be addressed. Dr. Clavreul alleged that there had been a wrong statement made previously, but the Commission refused to change the minutes. She said HRSA mandated that draft minutes be available within eight days of a meeting.	
	Ms. Broadus said, considering Mr. Stewart's assurance that minutes could be amended at any later date, she moved that the minutes be approved with the correction noted. Mr. Ballesteros asked if there were any objections to approving the minutes as amended.	MOTION #2: Approval of March 13, 2003 minutes as amended (Passed: 26 Ayes, 1 Opposed, 0 Abstentions).
	Dr. Clavreul called a point of order to remove Mr. Page, Mr. Land's alternate, from the table. Mr. Ballesteros noted that he could sit at the table, but could not vote since Mr. Land was present. Dr. Clavreul suggested that he had voted, but it was confirmed that he had not.	
V. Public Comment (<i>deferred from earlier</i>)	<i>John Griggs</i> , Antelope Valley CAB, said he had come to the meeting to thank Mr. Land for helping their CAB. He also called the Commission's attention to the problem in the Antelope Valley with availability of food services. He said they would appreciate suggestions on addressing the issue.	
	<i>Chris Edwards</i> said some of the public would appreciate minutes being distributed in a timely fashion. She said it was the Commission's responsibility and, having sufficient funds, it should be handled. She asked where the motions were that were listed on the agenda.	
	She also questioned the number of voting members listed for various Committees on the Committee assignments list. For example, she said one of the Executive Committee members should be non-voting in light of the recent modifications to the Ordinance.	
	She went on to say she believed the Commission misused terms all the time, for example, using "mandate" and "recommendation" interchange-	

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	ably. She asserted that some of the Commissioners purposely misused terms with the intent to be deceptive, calling it “corrupt”.	
	Ms. Broadus asked if the 12 voting seats listed under the Executive Committee did not, in fact, reflect all voting seats, including those currently vacant. Mr. Stewart replied that 12 did reflect the number of voting seats, not individuals on the committee. Ms. Broadus asked that the record reflect that the Committee assignment list was correct.	
	Dr. Clavreul said she wanted the record to reflect that the new ordinance for the County of Los Angeles prohibited anyone from OAPP being a voting member. Mr. Ballesteros replied that all were aware of the changes to the Ordinance, and added that some Commissioners and members of the public got up each morning, took pills and sought to deal with the realities of the disease. While they understood they had to work with those who chose to be disruptive, he said they were attempting to make a difference. He closed the discussion, indicating the meeting would move on.	
	Noe Zuniga, Director of Programs, and Brenda Padilla from Bienestar announced that Bienestar, in association with the Latino Commission on AIDS, was sponsoring the first National Treatment Educators for Latinos Summit. It was scheduled for the following week the Roosevelt Hotel. He also wished to publicly thank organizations that had helped initiate it: Prototypes, APLA, AltaMed and AIDS Healthcare Foundation. He added that brochures were being distributed for those who wanted more information. Mr. Page asked if sessions would be bilingual. Mr. Zuniga replied that the entire two-day summit would be in Spanish.	
	Alicia Avalos, AHF, provided flyers regarding a briefing on AB2197 scheduled for March 27 th . She added that she had been concerned about last month’s public comment speaker whose AHF physician had related to him that all HIV reporting was done directly by laboratories, not providers. She said she had spoken to someone in Operations who had explained that physicians enter information into Magician. That translates it into CaseWatch, which runs the report. She said staff is still working to enter cases since it was necessary to go back to July 2001.	
	Laura Figueroa announced the 9 th Latino Alianza Conference on April 12th. She said she worked for LA Shanti, but volunteered for Alianza, a volunteer-run coalition of agencies. She said they anticipated 500-800 attendees. The conference would be entirely in Spanish. She noted she had materials for the conference, including flyers, subject listings and applications. She encouraged people to invite any Spanish-speaking people who would benefit from a supportive environment to educate	

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	themselves and address their issues. She thanked Mr. Ballesteros for his work as Chair of the Fundraising Committee for the Latino AIDS Conference. Mr. Ballesteros added this was the only all-Spanish HIV conference held in this area and encouraged people to promote it.	
	Marcy Kaplan said she was having difficulty locating "AIDS 101" classes for new staff. She asked anyone with information to contact her.	
	Orenda Warren introduced herself as a representative of the 2 nd District HIV/AIDS Community Coalition and as Director of Health Education for Minority AIDS Project (MAP). She said she was with a group from the 2 nd District HIV/AIDS Community Coalition to provide their input on the Comprehensive Care Plan. She asked how much time was available for them to speak. Mr. Ballesteros noted each speaker could have three minutes. Ms. Broadus asked if times from the various Coalition members could be combined. Mr. Stewart replied that was not legal. Ms. Warren said she would reduce her summary, but would ensure that copies of the document prepared by the Coalition were provided to Commissioners.	
	Ms. Warren said the Coalition had convened planning meetings over the past three months to review, discuss and develop comments on the Care Plan. The materials she would provide included a list of activities conducted. The Coalition voted unanimously on March 10 th to forward the results of their review to the Priorities and Planning (P&P) Committee. She said the Coalition wanted to express appreciation for the extraordinary work that had gone into developing the Care Plan. They also wanted to thank Mr. Land for his presentations.	
	Seven questions emerged from the community-based agencies that would be required to adhere to the Care Plan. Much discussion focused around databases, including confidentiality issues and the integration of care and prevention databases. Another area of concern was a clearer definition of the Care Plan as a "living document", especially in regards to ongoing community input. She added that the document, in addition to being available to Commissioners, was being sent to Pat Miller, the 2 nd District Health Deputy.	
	Mr. Land thanked Ms. Warren. He extended an open invitation to attend the P&P Committee Meeting held on the third Tuesday of each month from 2:00 to 5:00 p.m. He also suggested she contact Craig Vincent-Jones, HRSA Unit Manager, to arrange a presentation for the P&P.	
	Whitney Engeran asked if the document was a response to the Care Plan or to allocation methodology. She replied that it was a response to the Care Plan. He asked how the information would be disseminated.	

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	Mr. Land said he had advised all those to whom he gave presentations to bring their comments to the Commission and provide presentations of them to the P&P. Mr. Engeran asked if the Commission would also receive original documents. Mr. Land replied materials from a presentation and the P&P review of it could be submitted as part of the following month's P&P report to the Commission.	
	<i>Marc Haupt</i> commended Ms. Warren and all those who had worked to build the Coalition. He said that LA Shanti was a founding member, and noted that the Coalition's staying power spoke to the strength of the community voice. He added that much of the database work was being addressed at SPA-delineated provider network meetings. He said client groups should be involved with Client Advisory Boards (CABs) of their respective SPA provider networks. The provider networks were charged with developing a strategy to ensure that information can be shared as needed to facilitate service access while protecting confidentiality. Technical work for the provider networks, he added, was being done at OAPP. Ms. Warren noted that several of the Coalition groups were involved with the CABs and service provider networks, as well. She said many of the questions were generated from that interchange.	
VIII. State Office of AIDS Report	Mr. Ballesteros noted that Dana Pierce-Hedge was unable to attend the meeting due to State travel restrictions.	
VI. Recess (<i>deferred from earlier</i>)	Mr. Ballesteros called a ten-minute recess.	
IX. Select Committee on Prevention Planning Report	Ms. Ortega reported that the PPC had held another in its series of community break-outs in which PPC members worked in small groups with community attendees going over the agenda and educating them on various issues. In this way, she noted, community input is encouraged.	
	She said an update on the Prevention Plan was also provided and input was received from the Prevention Plan Ad-Hoc Committee. That Committee was composed of members from the other PPC committees, with all bringing their specific charges to the Prevention Plan work. For example, a needs assessment survey had been developed for distribution to CBOs and community members.	
	A motion was passed allowing the Community Co-Chair to be elected to two consecutive terms. The current Community Co-Chair was Jeff Bailey. He was about to term-out, but it was decided that he should be able to run for a second term. Nominations were open, she continued, but he was the only nominee to date.	
	Members of the Youth Leadership Subcommittee had attended the Ryan	

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	White Youth Conference. They presented there on the procedures used by the Subcommittee. She noted that that subcommittee was especially innovative: it used mobile meetings, and core members are required to apply specifically to sit on it.	
	Ms. Broadus asked for clarification on whether the PPC had increased the Community Co-Chair's possible length of service to two consecutive terms. Ms. Ortega said that it had. Ms. Broadus asked what the PPC was doing to support leadership development. While sometimes it was easier to extend current Co-Chairs, the development of new leaders was important. She recalled there had been earlier discussion about leadership development, in particular in regards to women.	
	Ms. Ortega replied that she was unaware of any specific leadership development procedures outside the Youth Leadership Subcommittee. She noted that the only other person nominated to date was herself. She said she had declined because she did not feel she could accept additional responsibilities right now. She added PPC policies had been amended so that PPC representatives to the Commission did not need to sit on any PPC subcommittees. Since then, she said, she had not attended any subcommittees, so she was not current on their activities.	
	Mr. West added that he was also a PPC member, and noted that there were ongoing leadership development activities. For example, he said, several members were attending CPLS. He indicated that people can participate on subcommittees, and could progress to chairing one and membership on the Executive Committee. He said the PPC's sense was that two years as a Community Co-Chair was insufficient, especially considering the current work required to revise the Prevention Plan.	
	The PPC representatives were asked if they had attended the Rapid Testing Update and, if so, what occurred. Mr. West responded that it had been well attended, and the testing mechanism was described, noting that it is highly efficient. Pros and cons of its use as a testing tool with different populations were examined. Examples, he noted, were the comparison of a client getting an HIV test versus a client getting a pregnancy test. He added that it also affected other aspects of support, since counseling might need to follow testing immediately, therein impacting staffing. Mr. West noted he had always been a proponent of rapid testing, but the update helped clarify for him that it would be necessary to review how counseling and testing activities were completed.	
X. Standing Committee Reports • <i>Finance</i>	Mr. Ma said they were finishing the Assessment of the Administrative Mechanism. Both it and the Financial Needs Assessment would be presented in April, he anticipated. He continued that they were working	

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	on the YR 13 budget. That would be completed after the grant award notification was received.	
	The Title I/II expenditure reports through December 2002 were in the packet. He said a total of \$27M Title I funds had been expended leaving a balance of \$10M. Eleven agencies were delinquent. He said a total of \$1,938K Title II funds had been expended. It was expected Title II funds would be fully expended by the end of March.	
	Mr. Page asked what agency was delinquent for the Title II food bank/home delivered category. Mr. Ma replied that an agency was delinquent if invoices had not been received for the past three months. No Title II agencies were delinquent, he said, though 11 Title I agencies were. Mr. Page again asked what agency provided the service. He noted there was a problem with food in District 5. Mr. Ballesteros contributed that the Commission could legally only discuss services, not agencies.	
	It was agreed by consensus that the food bank issue be agendaized for the Executive Committee and that Mr. Page attend. Mr. Gonzales suggested that John Griggs also be invited to the Executive Committee meeting for this subject since he had raised the concern earlier in Public Comment. There was consensus to do so.	
	Ms. Broadus said she was less concerned about service provider administrative matters than about geographic distribution of services. She requested the Finance Committee look at breaking services down geographically. Mr. Ma replied the Committee was already working to develop that sort of analysis. Ms. Gibson contributed that work was moving forward to track and report expenditures by SPA. An invitation to providers was being sent that week for an April 11 th training on the subject. The BOS has also requested that approach, she added.	
• <i>Priorities & Planning</i>	Mr. Land reported that OAPP's Quality Management (QM) unit had made a presentation to the Committee. P&P discussed the QM piece in the Comprehensive Care Plan. Mr. Land encouraged people to continue contributing to the discussion by attending the P&P meeting. He noted that, as demonstrated during Public Comment, feedback was also coming back from consortia.	
	He said P&P also worked on standardization of intake and eligibility screening procedures for entry into CARE Act –funded services, noting that it was a Care Plan directive. He noted a motion to approve that work was on the agenda and requested that it be approved.	
	It was asked if the recommended form was compatible with IMACS. Mr. Land said that had not been discussed, but he expected that it was. Mr. Ballesteros asked if it had been reviewed with OAPP. Mr. Land replied	

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	that it had been done in collaboration with them.	
	Ms. Broadus asked if income determination considered various expenditures. She noted that it was one thing to determine a client's source(s) of income, but it was important to look at the bottom line. She recommended P&P review the way HUD evaluated income and offered to provide a set of their guidelines.	
	Mr. Ballesteros recommended the item be postponed. He said an affidavit was supposed to be appended and it was not. Mr. Land elaborated that there was to be an affidavit, a waiver and instruction form for use in an emergency waiver procedure. He had not been aware they were not included.	
	Mr. Engeran asked that OAPP concurrence and their implementation procedure be provided when the matter was returned. He understood there was already eligibility screening in contracts, but wanted to see how this would fold into existing work. He also wanted to know if this was planned for YR 13 implementation. Mr. Land responded in the affirmative to both questions.	
	Mr. Haupt said that another potential revision had come from providers and the SPA 4 Client Advisory Committee. He said that some medical providers have complained that it was a burden on clinics to provide all the HIV diagnosis forms required by clients for other services. Clients have also complained about the need to present their HIV diagnosis form so often. Further, providers attempting to reach newly diagnosed populations often provide services without reimbursement because of clients who have not yet received their form. He noted that, while HRSA required HIV status to be verified, it did not require clients to present a form. He requested that subject be reviewed as well.	
	Sharon White (in the audience) requested P&P consider another means of identifying LAC residency. She said, while the form stated that a PO Box was not acceptable, many homeless clients relied on them. For undocumented individuals it would be difficult to provide other requested residency documents and they were unlikely to be "intensively case managed". It was agreed to refer the motion back to P&P. Anyone having additional comments could take them to P&P.	MOTION #3: Adopt Eligibility Screening Form <i>(Postponed)</i> .
	Mr. Land said there had also been a work group to develop a procedure for Commission presentations. They anticipated that would be brought to the Commission in April.	
	He said there had been a continuation of presentations on the Comprehensive Care Plan throughout the County. He reminded the members that he was available to do presentations for any group. Dr.	

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	Clavreul said she had previously requested that she been informed of presentations in the 5 th District. She reiterated her request.	
	Mr. Hauptert said another subject discussed was the new initiative for client advocacy developed during last year's priorities and allocations process. He felt it had been clear from Chuck Henry's response at the Executive Committee that OAPP had not heard the need to implement the initiative this year. He said they recognized that lapses in communication reflect on both the sender and receiver. In response, he said, P&P was looking at ways to ensure that Commission directives to OAPP include explicit directions regarding implementation.	
	Mr. Perry asked when the Community Forums would be held. Mr. Land said an abbreviated process, not a full needs assessment, would be necessary this year since the consultant contract was delayed. The new planning cycle would return to a full needs assessment approach the following year. Mr. Perry said in future there should be a greater emphasis on advertising the forums. Notice had been too brief the last two years. Ms. Kaplan felt interest was waning in the forum process since little seemed to change as a result of them. Mr. Page said his experience had been that, though sad, people primarily attended if they received something. Dr. Jordan felt forums were inefficient in assessing clients' views since clinics had thousands of clients. Oasis now had computers for clients to relay their needs. It anticipated an 80% ongoing response. Mr. Gonzales said he agreed with Dr. Jordan that new approaches were needed. But he also agreed with Ms. Kaplan that consumer confidence in the effectiveness of the forums had declined.	
	Mr. Gonzales said a good Public Awareness Campaign could assist in encouraging people to attend forums and other events. If people were more aware of the good work being done on their behalf by the CHHS, they would feel more hopeful about the process. Ms. Marte suggested brainstorming ideas to support people in becoming involved in their lives. No one should need an incentive. Mr. Page said that was why peer-to-peer support was important. Kathy Watt (in the audience), from Van Ness Recovery, said her agency had an orientation every two weeks for new clients to explain how their services were funded and to encourage them to get involved.	
<ul style="list-style-type: none"> Recruitment, Diversity & Bylaws 	Mr. Gonzales asked Mr. Land to report, as Mr. Gonzales had been unable to attend the last meetings. Mr. Land said he had consulted with Robert Butler on the report. The RD&B Committee was working on the public awareness campaign as well as its Open Nominations Process in accepting nominations and educating the public. Intensified	

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	Commission recruitment could be anticipated in April or May. He added the Committee was reviewing the Bylaws in light of some recent Ordinance changes. Mr. Gonzales asked if the survey that had been developed had been distributed. Mr. Land replied that the Commission had not approved it.	
<ul style="list-style-type: none"> • <i>Standards of Care</i> • <i>Joint Public Policy</i> 	Wilbert Jordan reported that the SOC would be meeting that afternoon.	
	Mr. Ballesteros noted that JPP had forwarded a motion on recommending priorities, and that was included in the packet. However, no co-chair was present to discuss it. The matter was postponed by consensus.	MOTION #4: Adopt guidelines for considering legislation (Postponed) .
	It was asked what was being done about the proposed State plan to require ADAP co-pays. Mr. Jacobs noted that the proposal was still moving forward. He noted that 200% of the federal poverty level was only \$17,700. Ms. Broadus said the subject had been referred to JPP and it was discussed at the meeting. She felt, however, as a new member of the Committee, that the Committee was still spending most of its time discussing the process. She said its next meeting would be one week from Friday and felt the Co-Chairs should direct it to act on the matter.	
	Mr. Ballesteros said he would be meeting with Governor Davis on March 21 st on this subject. He said he wanted talking points from JPP in preparation for that meeting. Ms. Broadus suggested gathering community input to present. Mr. Engeran said the last JPP meeting focused on completion of its work plan. However, he was sure something could be put together quickly among the members. It was agreed the Co-Chairs would coordinate materials with JPP. Dr. Jordan asked the Parliamentarian if Mr. Ballesteros needed approval from the CHHS to represent it in the meeting with the Governor. Mr. Stewart said he did not.	
	Mr. Jacobs noted several agencies had gone to Sacramento with position papers on various proposed cuts. That material could be fruitfully included in JPP discussions. He noted that JPP lacked a consistent staff person with public policy background to follow up on such things. It should be a priority in the staffing pattern.	
XI. Co-Chairs' Report	Mr. Ballesteros said that he and Nettie DeAugustine had been very busy with during the last month meeting with Health Deputies, the Executive Office of the Board, and DHS.	
<ul style="list-style-type: none"> • At-Large Elections 	Mr. Ballesteros noted that there were two At-Large seats open and two nominees, indicating that nominations had been opened the previous month and there were two nominees were Paul Scott and Tom West. Mr. Jacobs moved the slate, and Mr. Engeran seconded.	MOTION #5: Election of At-Large nominees Paul Scott and Tom West (Passed by consensus) .
<ul style="list-style-type: none"> • Planning Body 	Regarding the Strategic Plan recommendation for merging the PPC and	

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Membership Recommendations from Strategic Planning	the Commission, there had been several joint CHHS-PPC meetings, Mr. Ballesteros said. He reminded all that the recommendations had not as yet been adopted.	
	Another related issue was the BOS motion to move the staffing pattern recommendations forward. The input Mr. Ballesteros had been receiving from John Schunhoff was that recommendations and a plan for implementation be prepared by July 1 st . The Strategic Plan noted issues with Commission staff being housed within OAPP. This would address that issue by moving staffing reporting responsibilities to the Executive Office of the BOA.	
	The Co-Chairs met with John Schunhoff, Jonathon Fielding, Public Health Officer and Thomas Garthwaite, Director of Health Services. The three recommended that the Commission present the ideal staffing pattern it would like to see implemented in July to DHS. They also recommended the plan reflect a staggered hiring pattern, since they anticipate that not all positions would be approved at once. The most critical positions should be brought on first, with consultants filling in as needed. The Co-Chairs were reviewing the staffing pattern included in the application to identify those positions to be hired first. Meanwhile, the departments were also developing a staffing plan. The two would then be compared and a compromise crafted.	
	Mr. Ballesteros noted that a key impediment to this process was that the BOS coupled staffing pattern implementation with the restructuring of the two planning bodies. The Co-Chairs have requested that the two be separated since the bodies cannot consider the restructuring subject within the timeframe desired for the staffing pattern implementation. Mr. Engeran asked if the intent was to develop a joint staffing pattern. Mr. Ballesteros said it was, but it would need to be negotiated.	MOTION #6: Adoption of Planning Body membership recommendations <i>(Postponed)</i> .
	Ms. Broadus asked if the PPC had also developed a staffing pattern and if the effect on staffing of possible restructuring had been considered. She said it could be necessary to adopt a temporary pattern to address today's needs with the understanding that it could change significantly once planning body restructuring was addressed.	
	Mr. Ballesteros said the PPC Co-Chairs participated in the meeting. The current discussions, however, only related to the Commission. While the Commission work was proceeding, the PPC would look at its own staffing needs. The matter was proceeding in this manner, he noted, because of the BOS motion. He agreed that the Commission staffing would be in phases, first addressing current needs, then expanding.	
	Ms. Kaplan asked if staffing would be by County employees augmented	

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	<p>as needed by consultants. Mr. Ballesteros confirmed that. It would. She said she hoped there were OAPP employees who would choose to go with the Commission, but she was concerned about delays in personnel processing. While it might make no difference, she asked that the Co-Chairs address that in their meetings. Mr. Ballesteros said it was agreed in the meeting that once the Commission determined a final staffing pattern, DHS and the Executive Office would release a roster of job descriptions and open applications. Ms. Kaplan said that could take a long time.</p>	
	<p>Dr. Jordan said he agreed with Ms. Kaplan's point. He also was concerned that people could be hired simply because they had seniority. He felt it was important that staff worked for passion, not just pay. He recommended negotiating for some degree of hiring autonomy or OAPP protection could be lost and nothing gained. Ms. Marte said she was excited about the changes. She recommended that HIV+ people be hired wherever possible.</p>	
	<p>Mr. Haupt agreed it was important to negotiate for assurances regarding staff. While he had hoped that the restructuring and staffing pattern might be addressed in a coordinated way, he said that no longer appeared possible. He said it was clear from the last Executive Committee meeting that the bodies were not at the point of resolving the question of whether restructuring should go forward. He felt the PPC should be working toward a resolution of the question since the CHHS and the Core Planning Partners had already agreed to it in concept.</p>	
	<p>Mr. Haupt also noted that the current purchase orders were bogged down much as earlier ones had been. That was important, he said, since they would address the interim need for consultants. He said they should be highlighted in meetings.</p>	
	<p>Mr. Land said he had found the HRSA training manuals previously distributed very informative. He said they emphasized a marriage of treatment and care that would need to be addressed sooner or later. He encouraged all commissioners, especially new members, to read them.</p>	
	<p>Dr. Long noted that the fact that positions would be in the Executive Office of the BOS should provide more pull to get people hired. She noted that adding "desirable qualifications," for example, HIV and planning experience, could enhance job descriptions. She felt it was important to push the BOS to make this a priority.</p>	
	<p>Ms. Kaplan commented on Ms. Marte's suggestion of hiring PWHIV/AIDS that the County does have hiring procedures that would have to be followed. Dr. Jordan asked if PLWH/A were hired, could their positions</p>	

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	be protected in case of cuts. Dr. Long responded that that there was no special issue in hiring PLWH/A. The County already employs many PLWH/A. Cuts and cascades will currently affect mostly DPSS and DHS, not the Executive Office of the BOS where the Commission will be housed.	
	Mr. Ballesteros said the Executive Committee would definitely finalize and approve the job descriptions. He said they had been asked to provide criteria. In addition, the Co-Chairs agreed that they need to be involved in the interviews and to choose the Commission's Executive Director. He said they had also been meeting with the Health Deputies, and had found complete support to fast track the staffing pattern. He went on to confirm that POs and contract extension had also been stressed in his and Ms. DeAugustine's meetings. They received support for that, he said.	
	Mr. West said he felt it was important to continue encouraging the BOS on these issues. He was concerned that the Commission could be set up to fail. He also felt that information should be presented at the April meeting on the staffing pattern to better inform the audience.	
	Mr. Ballesteros said the public awareness campaign was also discussed both at the DHS meeting and with the Health Deputies. There was agreement that it could be restarted, but there was an emphasis on revisiting the plan, especially in regards to developing in-kind dollars like coordination with organization newsletters.	
	Ms. Broadus noted that publications require a 30-day approval time. They could also present conflict of interest issues since some provider publications were funded to some extent through OAPP. Dr. Jordan felt that use of organization newsletters defeated the purpose of reaching those not already informed. Mr. Ballesteros said in-kind would also include things like public service announcements. Mr. Gonzales encouraged discussion now. He noted active debate last year only developed after the plan had been finalized which led to delay.	
	Mr. Ballesteros said he would ask the RD&B to bring the campaign back to the Executive Committee. He said the BOS was interested in seeing it again, so long as it included some of these other approaches.	
	They also asked Dr. Garthwaite, Dr. Schunhoff and Dr. Fielding for quarterly meetings. All were amenable to regular meetings, but wanted them to be substantive, with information on how the Commission and PPC are dealing with the epidemic and what strategies are being used for prevention; what technologies are needed; where the hard-to-reach populations are, what strategies were being used to contact them. They	

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	also wanted to know when something was not working and how they could help. Dr. Jordan suggested they attend some Commission meetings.	
<ul style="list-style-type: none"> Response to OAPP's Board Report 	Mr. Ballesteros noted the Response to the Board Report was bound separately. The Executive Committee directed the addition of amounts of responses, so a final version would be provided as well.	
	Mr. Engeran said the Long Beach Comprehensive Planning Group and, he understood, others had also provided comments. Mr. Ballesteros said he had received about 20 responses after the deadline, but they were not included, though he had kept them. Mr. Engeran was concerned because they represented community input.	
	Ms. Broadus noted that community response often took longer and a means should be developed to address that issue. Even if material was in a different format than the survey, reflecting it simultaneously serves the process and defuses criticism. She noted it might be presented in a separate document.	
	Mr. Engeran said the report synthesized the data well. He noted, however, that their group invested effort in developing opinions and recommendations. That kind of material was lacking. Mr. Ballesteros invited him or other interested Commissioners to assist him with it. Mr. Engeran said he would help Mr. Ballesteros.	
XII. Announcements	Thomas Halstead and Kay Ostberg of Being Alive showed over 10,000 signatures in support of the Patients' Bill of Rights. Mr. Halstead said they had spoken to over 50 agencies. He felt the Bill of Rights was especially important for the newly diagnosed, many of whom have never seen a physician before. Julie Coveney, Being Alive, brought a picture of the friend she had discussed last month. Ms. Ostberg noted the Bill did not expand on County law, it simply expanded client education about their rights.	
	Mr. Ballesteros noted that, due to a great deal of work, the April meeting would probably be extended from 8:30 to 3:00 p.m., and lunch would be provided.	
	Mr. Jacobs announced that the Southern California HIV/AIDS Coalition would have its annual HIV and advocacy training April 5 th , 10:00 to 4:00 in Plummer Park, West Hollywood. He noted that Paul Koretz, Martin Gallegos and a representative of the State Office of AIDS would be attending. The training, lunch and parking would be free.	
	Mr. Eastman asserted that about 87,000 people in LAC are homeless, with 4,000 estimated to be HIV+. Councilwoman Jan Perry and Sheriff Baca had proposed a year-round shelter. He requested that the	

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	Commission send a letter to the BOS and Councilwoman Perry in support of the shelter. He noted that he had received a \$100 cut in his HOPWA. With looming ADAP and MediCal cuts as well, the ranks of homeless would increase. Mr. Ballesteros asked Mr. Eastman to attend the Executive Committee on March 31 st with bullet points for a letter.	
	Ms. Marte announced a Woman's Health Fair May 17 th , 10:00 to 4:00, at Ted Watkins Park. Screenings would be free. Additional providers who wished to participate were also encouraged to join the effort.	
	Ms. Ortega announced the annual Prototypes Healing Our Village Conference on May 7-8 th . It would include workshops on substance abuse, harm reduction and sexual addiction. The Marketplace would feature complementary therapies like acupuncture and shiatsu. There would also be a Transgender Reality panel to impact services for male-to-female transgenders. Participants would include Dr. Tahlia Betcher, Philosophy Professor at UCLA, Rosilyn May Bloominstein, and the Executive Director of the new transgender organization Unique Women's Coalition.	
	Mr. Engeran complemented OAPP on its new HIV Educational Skills Building Guide.	
XIII. Adjournment	Mr. White Bear Claws requested the meeting adjourn in memory of Dick Savage, founder of HeartLine.	
	Mr. Land requested the meeting adjourn in memory of Jesus Amoro who passed away on February 27 th and Consuelo Basac who passed away on March 5, 2003. He also requested a special prayer for Jose Cruz Lopez who was in intensive in the East Valley.	
	The meeting adjourned at 12:20 p.m.	

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MOTION AND VOTING SUMMARY		
MOTION #1: Approve agenda	Consensus	Motion passes
MOTION #2: Approve March 13, 2003 Minutes.	Ayes: Aguilar, Bailey, Ballesteros, Broadus, Corian, Eastman, Engeran, Eugenio, Gonzales, Hamilton, Hauptert, Jacobs, Johnson-Heath, Jordan, Kaplan, Land, Long, Ma, Marte, Ortega, Palomo, Perry, Van Vreede, West, White Bear Claws, Younai Opposed: Clavreul	Motion passes: 26 ayes, 0 abstentions, 1 opposed
MOTION #3: Adopt eligibility screening/intake procedures.	<i>Postponed</i>	Motion postponed
MOTION #4: Adopt guidelines for considering legislation	<i>Postponed</i>	Motion postponed
MOTION #5: Adoption of slate of At-Large candidates, Paul Scott and Tom West	Consensus	Motion passes
MOTION #6: Adoption of Planning Body Membership recommendations	<i>Postponed</i>	Motion postponed